Calendar

The calendar has many functions that a court may utilize.

- Display details for a jurist or courtroom schedule
- Generate printed calendars
- Notice parties
- Reschedule hearings
- Jurist reassignment

```
C                                                                                    _ |5| X
File   Edit   View   Communication   Actions   Window   Help

 STARR37    UCKUPVK                           UCSGEN
                          PMT Month @ a Glance                                    7/15/03
 Next: ___   Case: ____  _____   Court: P 13  13  Crt: Y Adm: Y Rev: Y Per: Y

 Professional: J  21169 Judge              SUPINA,GERALD J.,

                           July     2003
       S              M           T            W            T            F            S
    ------------------------------------------------------------------------------------
    |         |          |   1  1 |   2  2 |   3     |   4  1 |   5       |
    ------------------------------------------------------------------------------------
    |   6     |   7      |   8    |   9    |  10     |  11    |  12  2    |
    ------------------------------------------------------------------------------------
    |  13     |  14  4   |  15  2 |  16    |  17     |  18    |  19       |
    ------------------------------------------------------------------------------------
    |  20  1  |  21      |  22    |  23    |  24     |  25    |  26       |
    ------------------------------------------------------------------------------------
    |  27     |  28      |  29    |  30    |  31     |        |           |
    ------------------------------------------------------------------------------------
    |         |          |        |        |         |        |           |
    ------------------------------------------------------------------------------------


 F3=Exit  F4=Dtl  F6=Create  F14=Prev  F15=Nxt  F16=Calc  F19=Rpt  F20=Gbl Reas

MA    C                                                                         01/079
 Connected to remote server/host OSMLANS using port 23          \\SCAO\1N65QLS on Ne03:
 Start    Novell Gro...   A        B        C       QuarkXPre...  WordPerfe...  « 1:11 PM
```

Enter "CAL" at the next action line to access the calendar.

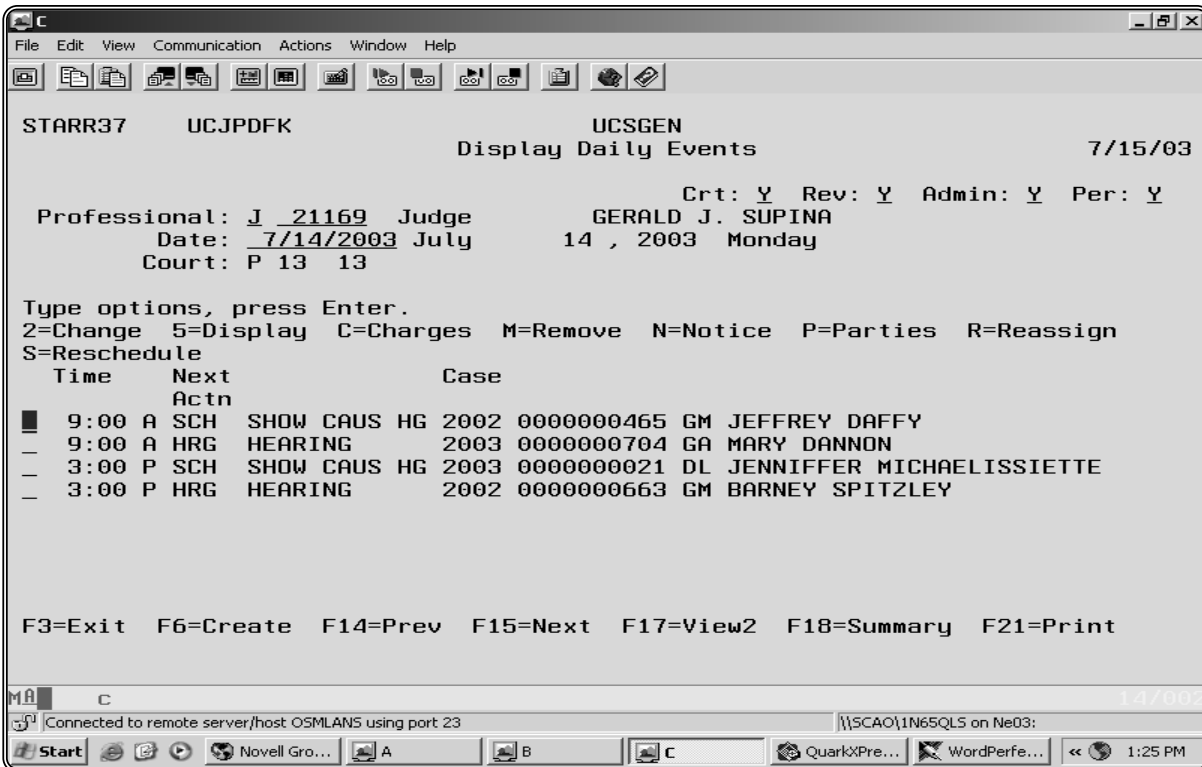Enter Professional type and number. Press ‹

Number of events/hearings scheduled for each date will be displayed.

Functions keys assist in accessing details, scheduling/creating a hearing, generating calendar reports and global reassignments.

May restrict calendar to only display/print specific activities, such as Court, Administrative, Review and or Personal.

Calendar Detail

To view the details for a specific day on the calendar, position the cursor on the date and press V .

```
C                                                                    _ 8 X
File  Edit  View  Communication  Actions  Window  Help
_____

 STARR37      UCJPDFK                    UCSGEN
                          Display Daily Events                      7/15/03

                                       Crt: Y  Rev: Y  Admin: Y  Per: Y
   Professional: J  21169  Judge          GERALD J. SUPINA
            Date:  7/14/2003 July       14 , 2003  Monday
           Court: P 13   13

 Type options, press Enter.
 2=Change  5=Display  C=Charges  M=Remove  N=Notice  P=Parties  R=Reassign
 S=Reschedule
   Time     Next              Case
            Actn
 ▮  9:00 A SCH   SHOW CAUS HG 2002 0000000465 GM JEFFREY DAFFY
 _  9:00 A HRG   HEARING      2003 0000000704 GA MARY DANNON
 _  3:00 P SCH   SHOW CAUS HG 2003 0000000021 DL JENNIFFER MICHAELISSIETTE
 _  3:00 P HRG   HEARING      2002 0000000663 GM BARNEY SPITZLEY




 F3=Exit  F6=Create  F14=Prev  F15=Next  F17=View2  F18=Summary  F21=Print

MA    c                                                              14/00
 Connected to remote server/host OSMLANS using port 23         \\SCAO\1N65QLS on Ne03:
 Start    Novell Gro...   A        B        C    QuarkXPre...  WordPerfe...  «  1:25 PM
```

Options available for working with calendar detail are:

2 Change	Change courtroom assignment, hearing type or add comments
5 Display	Display case event information
C Charge	Display charges on the case
M Remove	Remove (delete) the scheduled event from the calendar
N Notice	Create a notices from the calendar screen
P Parties	Display parties on a case
R Reassign	Reassign a scheduled hearing for a case to another jurist
S Reschedule	Reschedule hearing date or time.

Note: A modification of any calendar detail will automatically modify the previous event and create a new event in the Register of Actions.

   Example: SET NEXT DATE: HRG 07/15/2003 09:00 AM SUPINA COURTROOM: 1
                 RESCHED TO 07/15/2003 @ 1200A

Calendar Report

The Calendar Report gives a court flexibility for creating calendars that may need to be utilized by a variety of users.

```
                    MAIN MENU
Next: CRP   Case: ____ _____    Court: F 37  13
              CRP at the next transaction line
```

```
 STARR37    UCNLPVK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                            Calendar Report Generator                  7/15/03
   Next: ___   Case: ____ _____    Court: F 37  13

      From:  7/01/2003 At:  8:00 A
      Thru:  7/07/2003 At:  5:00 P

  Generate by Courtroom or Jurist: J (J/C)
    Courtroom: ____      Leave blank for all
 Or - Jurist: J 15983 Leave blank for all KINGSLEY,JAMES C.,
   For Courts: _ ___ __ Leave Blank for All
 Prt Parties: Y        Prt Charges: _       Prt Cal Cmt: _

                      Categories
                 Crt: Y   Rev: Y   Adm: N   Per: N
          Paper Size: S S=Standard (8x11)  W=Wide (11x14)
  Nbr of Blank Lines: 1 (1-9) Print Only
     Nbr of Copies: 1 (1-9) Print Only
         Public List: Y (Y/N)
 Print CTN# instead of XREF#: N (11x14 only)

 F3=Exit  F10=Name  F13=Cmds  F16=Calc  F21=Print
```

Enter a specific date or enter date range

Select calendar by jurist/professional or courtroom

Identify specific courtroom or jurist or leave blank for all

Prt Parties, Charges, or Cal Cmts - Y will include parties names, criminal charges, or next action comments on the calendar

Categories

- Crt   Include scheduled next actions of all court hearings

- Rev   Include scheduled next actions of File Review "FRV"

- Adm   Include scheduled next actions of Calendar Administrative "ADMC"

- Per   Include scheduled next actions of Calendar Personal "PERC"
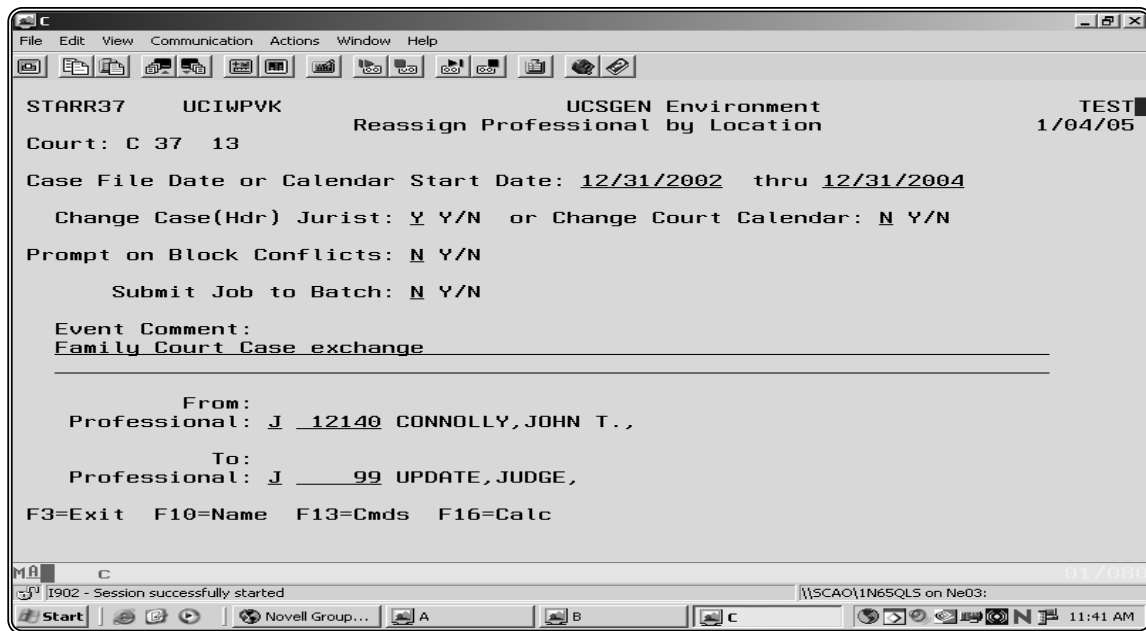
Press ‹   to display the calendar

        or

Press ˆ   +{   [F21] to print calendar

Global Reassignment

Global reassignment is accessed through the calendar [F20].

```
 C                                                                    _ B X
File   Edit   View   Communication   Actions   Window   Help
     
 STARR37     UCIWPVK                    UCSGEN Environment              TEST
                          Reassign Professional by Location            1/04/05
 Court: C 37   13

 Case File Date or Calendar Start Date: 12/31/2002   thru 12/31/2004

    Change Case(Hdr) Jurist: Y Y/N  or Change Court Calendar: N Y/N

 Prompt on Block Conflicts: N Y/N

         Submit Job to Batch: N Y/N

    Event Comment:
    Family Court Case exchange_____
    _____

            From:
     Professional: J _12140 CONNOLLY,JOHN T.,

             To:
     Professional: J _____99 UPDATE,JUDGE,

 F3=Exit   F10=Name   F13=Cmds   F16=Calc


 MA   C                                                                01/080
    I902 - Session successfully started              \\SCAO\1N65QLS on Ne03:
 Start    |    |  Novell Group... |  A      |   B      |   C      |          11:41 AM
```

There are two options for a court to use when preforming a global reassignment.

Option 1. Change Case Header Jurist

Start and thru dates represent filed dates.

Only cases with open or adjudicated status will be reassigned to the new jurist.

Closed cases must be reassigned on an individual case basis.

Recommend running case list "CSL" by jurist prior to and after global reassignment for jurist header.

and/or

Option 2. Change Jurist Calendar Events

Start and thru dates represent calendar dates.

Any calendar events that fall within the inclusive date range will be reassigned to a new jurist, this includes past calendar events.

Recommend running calendar report "CRP" prior to and after global reassignment calendar.

```
STARR37      UCDYDFK                   UCSGEN Environment                  TEST
                                 REGISTER OF ACTIONS                      1/04/05
                                                                         Ascending
Crt: C 37   13 Jur: UPDATE,JUDG Ref:            Auth:                    OPEN Pub
Case: 2004 0000002689 FH      STATE OF MI V ANTHONY CROSSMAN
Atty: ERICKSON - PRO PER       Worker:              CVA
File: 11/04/2004 Dispose:           Reopen:            Close:
_____
      SET NEXT DATE:  ARR  11/25/2004   2:30 PM  UPDATE,JUDGE COURTROOM: 1
3     01/04/2005                                                          SAW
      Reassign Case from CONNOLLY to UPDATE,JUDGE Beg: 12/31/2002-12/31/2004
      Exchange Jurist for Family Division
4     01/04/2005 CONNOLLY          D 001                                  SAW
      SET CASE ON CALENDAR
      SET NEXT DATE:  HRG  01/06/2005   9:00 AM  CONNOLLY COURTROOM: CCC
5     01/04/2005                                                          SAW
      Reassign Calendar CONNOLLY to UPDATE,JUDGE Beg: 12/31/2002-12/31/2004
      Global reassignment of calendar dates.
                    **** END OF SUMMARY ****


F3=Exit  F13=Cmds  F15=AltVw  F16=Calc  F17=Top  F18=Bot  F19=Acct
F20=NextActn  F21=Prt
```

An event will be written to the case register of actions for each process of reassign case header or calendar and will include user comments that may be added when completing the the Global Reassignment screen.

>   Example:
>   3   01/04/2005
>   *Reassign case* from Connolly to Update Beg: 12/31/2002-12/31/2004
>   Exchange Jurist for Family Division.
>
>   5   01/04/2005
>   *Reassign Calendar* Connoly to Update, Judge, Beg: 12/31/2002 - 12/31/2004
>   Global reassignment for calendar dates.
>
>   (The first line is system generated, second and third lines are user comments.)

Note: If cases are being exchanged from one jurist to another, a third party jurist (Update Jurist) should be created for use.

>   Example:
>   Need to transfer cases and calendar from Jurist Connolly to Zim and then Jurist Zim to Connolly

1.   Transfer files (start/thru dates are case filed dates) from Jurist Connolly to Jurist Update
        Transfer calendar (Start/thru dates are calendar dates) from Jurist Connolly to Jurist Update

2.   Transfer files (start/thru dates are case filed dates) from Jurist Zim to Jurist Connolly.
        Transfer calendar (start/thru dates are calendar dates) from Jurist Zim to Jurist Connolly

3.   Transfer files (start/thru dates are case filed dates) from Jurist Update to Jurist Connolly
        Transfer calendar (start/thru dates are calendar dates) from Jurist Update to Jurist Connolly.